



**Job Opportunity**  
**Consultation Communications Officer**  
Sipekne'katik First Nation

**Application Deadline:**  
**Thursday June 6, 2024 at 12:00noon**

**Anticipated Start Date:**  
**July 15, 2024 (Sooner Start Date Possible)**

**General Description:**

Under the direction of the Consultation Manager, the Consultation Communication Officer is responsible for coordinating a wide range of communication for the Consultation Department of Sipekne'katik First Nation. This includes internal and external communication through various platforms. This role will have to work in collaboration with the Communication Manager for Sipekne'katik First Nation to ensure communications plans are scheduled appropriately.

**Responsibilities:**

- Acts as the lead in developing and implementing Consultation communication strategy in collaboration with the Manager.
- Facilitate accurate and timely communication of information regarding Consultation projects, initiatives and programs.
- Support the development of department reports, presentations marketing, media and social campaigns as required.
- Act as the first point of contact for Consultation issues and prepare draft media releases for approval and distribution.
- Develop templated documents and forms for use within the department.
- Develop a strong working relationship with the Communication Manager for Sipekne'katik First Nation.
- Other duties as reasonably required by the Manager; may include, but not be limited to, report writing, facilitation and/or special projects.

The work description has been designed to indicate the general nature and level of work performed by employees in the classification. It is not defined to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**Qualifications and Experience/Skills:**

- Post Secondary education in a related field; Marketing & Communications, PR, Social Media Marketing
- 1 – 2 years experience working with a variety of marketing & communication portfolios.
- Experience working in a First Nation Community considered an asset.
- Proven experience writing media releases and/or public statements,
- Some graphic design experience.
- A drivers license, reliable vehicle and insurance



- A criminal records check is required. Having a criminal record is not a determinate factor on the successful recruitment.

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

*We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.*